

## Instructions for the Outreach Activity Participant Information Sheet

*The excel version of the participant information sheet is available to allow conductors of activities to customize the participant information sheet to suit his/her audience and or special needs. Please feel free to modify the form as needed.*

**1. I am a:** Individuals may attend outreach activities in a professional capacity or as a member of the general public (e.g. for their own personal benefit). Participants are asked to indicate the primary capacity in which they are attending and – if in a professional capacity – to indicate a specific one. Place a check mark in any and all of the five [5] choices that apply. It is assumed that at a minimum, a user would check the last column if none other applied.

**2. My ZIP code and county:** Participants are being asked here to fill out the ZIP code and county of their work location, if they are health care or service providers or library staff. If they are attending as a member of the general public, then they are being asked to fill in the ZIP code and county of their home location.

If the 4-digit extension to one's ZIP code is known, they are asked to provide it.

**3. My email address:** This section is intended to provide participants the opportunity to participate in a voluntary follow-up survey about the session they took part in. All they need to do is provide their email address in the space provided in the final column. This is meant as a strictly voluntary option.

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